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USIB-D-28.5/12  
15 December 1975

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Procedures for Alert Memoranda

REFERENCES : a. USIB-D-28.5/11, 21 November 1975  
b. USIB-D-28.5/8, 9 January 1975

On 15 December the United States Intelligence Board approved the subject procedures (as amended). Accordingly, a copy of the final USIB-approved Procedures for Alert Memoranda, which supersede reference b., is attached hereto for the information and guidance of all concerned.



Executive Secretary

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PROCEDURES FOR ALERT MEMORANDA

1. The Alert Memorandum (AM) is an interagency publication issued by the DCI on behalf of the Community. It provides explicit warning from the Director himself of possible developments abroad of major concern to the U.S. The AM is signed by the DCI, addressed to the members of WSAG, and disseminated, inter alia, to all USIB Principals and, via electrical transmission, appropriate embassies and field elements.

2. An AM may be initiated by the DCI or may be proposed by a USIB Principal, by a National Intelligence Officer (NIO), or by (or through) any other senior officer of the intelligence or foreign affairs communities. A proposal for an AM will be addressed to the DCI or the appropriate NIO. But, the decision to issue an AM will in all instances rest with the DCI.

3. Responsibility for the production of an AM will normally rest with the appropriate NIO, and he may call on any element of the Intelligence Community for support. Whenever possible, the NIO will coordinate a draft of the AM with appropriate USIB agencies, and dissenting views, if any, will be described in the Memorandum. The DCI, however, may authorize the NIO to limit or forego coordination when time is of the essence. All AMs will note the extent of coordination within the Community.

4. At the earliest possible time, the NIO should notify appropriate USIB agencies of the decision to produce an Alert Memorandum. \* When time permits, he should also indicate the source of information that led to the decision, the extent of coordination being sought, the amount of assistance (if any) desired, and the likely time of issuance. When feasible, appropriate U.S. embassies and field elements should also be notified that an Alert Memorandum is being prepared and their views should be solicited.

\*When feasible, NOIWON or other conferencing procedures may be used to so notify.

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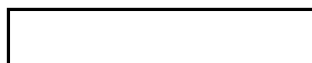
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An AM will in most circumstances be a discrete paper which provides the basic rationale for the issuance of a warning. Occasionally, however, an AM may consist simply of a covering memorandum attached to an existing intelligence document, suggesting in essence that the policymaker should focus on the situation reported in the basic document.

5. An AM will also clearly indicate what special actions are being taken by the Community to ensure effective coverage of the situation, e.g., the initiation of special collection efforts, the establishment of crisis task forces, etc.

6. A supplementary AM on a crisis should be produced whenever, in the view of the DCI, the crisis has greatly intensified or changed in some especially significant way. The NIO should issue an appropriate advisory to the recipients of an AM whenever, in his judgment, events indicate that the crisis at hand has abated or terminated (unless that fact is apparent to all). Collection efforts arising from the issuance of the alert should also be modified or cancelled as appropriate.

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TRANSMITTAL SLIP

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TO: All NIOs

ROOM NO. BUILDING

REMARKS:

I did not realize that the package that I handed you at our meeting this afternoon did not include the USIB document establishing procedures for Alert Memoranda. It is attached.

*Alert Memoranda*  
*Warning*

FROM: Richard Lehman, NIO/Warning

7E62 hqs.